

PRIVACY POLICY

This Policy is issued to you by and on behalf of **SHL CONSOLIDATED BHD** and its related companies* (hereinafter referred to as the **"SHL Consolidated Group"**) pursuant to the Personal Data Protection Act 2010.

In this Privacy Policy :-

- (i) **"SHL Consolidated Group"** refers to SHL Consolidated Bhd and includes its subsidiaries, related and associate companies.
- (ii) **"We ", "our" and "us"** refers to any of the companies within the SHL Group.
- (iii) **"Personal data"** refers to any information in our possession or control that relates directly or indirectly to you (or any other individual) to the extent that you (or such other individual) are identified or identifiable from that information or from other information in our possession.
- (iv) **"Services"** means any services provided by SHL Consolidated Group and/or its agents.

Your privacy is important to us. This Privacy Policy sets out and explains our policy on collecting, using and disclosing your personal data. The processing of your personal data is also subject to applicable laws. The personal data which you provide to us now or from time to time or which you have provided to us previously will be used and processed, and/or continued to be used and processed by us, in accordance with this Privacy Policy (as amended, varied or revised from time to time.)

1. Personal Data

(a) What we collect

To enable the smooth performance of our services, certain information requested, collected and used are mandatory and you must consent and agree to provide the same. The personal data we collect from or about you, include but are not limited to the following :-

- ~ personal details such as name, identity card number, age, gender, nationality, date of birth, address(es), telephone number, email address(es), financial records, marital status, credit card details, employment records and other such details
- ~ information in connection with the services you may have sought from us and/or property you may have purchased from us or have registered your interest with us for future development, purchase, updates and enquiries
- ~ billing, payment status and credit records
- ~ other information that are, have been or may be collected by us or which you provide to us, from time to time, in connection with any service, purchase and/or transaction, survey, questionnaire or communication with us

- ~ personal interest or preferences such as language, future and/or current development interest or preferences
- ~ your image by way of video surveillance installed in some parts of our premises as part of our security infrastructure
- ~ username, password and other identifiers when you register at our website

If you provide personal data about a third party such as your spouse, sibling, relative and/or children, we confirm that you have been appointed by the said third party to act on their behalf and consent to the processing, use and disclosure of the same as stated in this Privacy Policy.

(b) Sensitive Personal Data (“SPD”)

SPD refers to any personal data prescribed under the law as SPD which may include but is not limited to information pertaining to physical or mental health or condition, the commission or alleged commission of any offence, opinions and other beliefs of similar nature. If you chose to disclose your SPD to us, such data shall be deemed to be and will be treated as personal information which shall be subject to usage, processing and disclosure per the terms and scope of this Privacy Policy.

(c) Collection, Purpose of Collection and Processing of Personal Data

Your personal data is collected via a variety of methods, which may include but is not limited to the following :-

- ~ information procured from you and/or related parties directly or indirectly through any enquiry or transaction made with us
- ~ from third party sources such as credit management agencies, government agencies and publically available sources
- ~ from any company within the SHL Consolidated Group and/or its agents

The purpose for which your personal information is collected may include but is not limited to the following reasons :-

- ~ processing your purchase, application, enquiry or request
- ~ to comply with applicable laws and regulations of regulatory authorities and enforcement agencies
- ~ to respond to your queries
- ~ for administrative purposes such as billing, payment and debt collection
- ~ to respond to any claims and/or legal process

2. Disclosure

In facilitating the purpose for which your personal data is collected as stipulated above, we may process, use and disclose your personal data to but not limited to the following third parties :-

- ~ companies within the SHL Consolidated Group, any related and/or associate companies
- ~ any court of law or any relevant party in connection with any claim or legal proceedings
- ~ any payment agencies including but not limited to financial institutions for purposes of maintaining financial records, assessing or verifying credit, securing your loan applications and facilitating payments due to us
- ~ legal firms and/or advisors
- ~ regulatory authorities and enforcement agencies
- ~ third party service providers, consultants, insurers, underwriters, auditors and advisors as well as their respective agents and/or contractors on a need to know basis
- ~ credit reporting agencies or credit providers
- ~ debt collection agencies
- ~ any actual or potential assignee, transferee or acquirer of any of SHL Consolidated Group's company or business in connection with any corporate exercise

3. Consent and Limiting the Use and Process of your Personal Data

Save for the personal data which is necessary for the performance of contracts between us (for which you must provide the personal data failing which you may be in breach of contract and/or we may not be able to contract with you or fulfil our contractual obligation to you), you may choose whether or not to provide your personal data and (if already provided) may choose whether or not to consent or to withdraw or limit your consent for the collection, processing, use and disclosure of your personal data.

If you would like for us to cease the use, processing or disclosure of your personal data, kindly write to us at the address stated in paragraph 6 below. In this respect, we may not be able to provide you with the services requested for by yourself. If we do not have your written confirmation, we will deem that you have consented to the processing, use and disclosure of your personal data.

4. Access, Rectification or Updating your Personal Data

In ensuring that the personal data provided is processed, used and disclosed accurately, it is your responsibility to ensure that the personal data submitted by you (of yourself and/or others third parties as described in paragraph 1 (a) above) is accurate and complete. Kindly update the data from time to time to ensure that the same is accurate.

To request access or if you have any enquiries, rectification, update and/or complaints regarding your personal data submitted to us previously, kindly write to us at the address stated in paragraph 6 below. In doing so, kindly provide sufficient information to enable us to verify your identity. It will also be helpful if you can provide the name of the SHL Consolidated Group company which is (or which you believe is) processing your data. You may also be charged with a fee for the processing of your said request wherein unless and until such fee is received by us, we will not be able to process your said request. We may on receipt of your request, either comply or refuse your request to access or rectify your personal data based on reasons which we shall state in our reply to you.

5. Transfer of Personal Data

Your personal data may be transferred to a country outside Malaysia to any of the class of parties referred to in paragraph 2 above. If you wish to withdraw your consent in respect of the said transfer, please see paragraphs 3 and 4 above.

6. Contact

We can be contacted at:

Address: 6th Floor, Wisma Sin Heap Lee, No. 346, Jalan Tun Razak, 50400
Kuala Lumpur

Email: enquiry@shlcb.com.my

Attention to: Corporate Division

Telephone no: +603-21637788

Website : www.shlcb.com.my

NOTE :

1. *In the event of discrepancies or inconsistencies of this Privacy Policy between the English version and the Bahasa Malaysia version, the English version shall prevail.*
2. *SHL Consolidated Group reserves the right to amend, vary or revise this Privacy Policy from time to time wherein the said amendment, variation or revision (if any) will be automatically reflected in Privacy Policy accessible on our company website. You are advised to visit the website.*

* SHL Consolidated Bhd, Sin Heap Lee Construction Sdn Bhd, SHL-M Sdn Bhd, Sin Heap Lee Development Sdn Bhd, Sungai Long Golf Resort Berhad, Sungai Long Golf & Country Club Cheras, Sukma Pesona Sdn Bhd, Sin Heap Lee Brickworks Sdn Bhd, Kajang Granite Quarry Sdn Bhd, Integrated Management Corporation Sdn Bhd and other companies which may be included in the future as related companies.

I/We hereby acknowledge and confirm that I/we have read and understood the contents of the Notice and agree to provide my/our personal data and sensitive personal data (if any) to yourselves. I/We agree that you may collect, use, store, record, retain, hold, release, disseminate, transfer, disclose and/or otherwise process my/our personal data and sensitive personal data (if any) in accordance with the Notice.

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Name :

Nric No :

Date :